Appendix F - Packing Slip for Shipment (SAP/PPTC300)

Any physical movement of passport material from one office or location to another must be accompanied by a packing slip for shipment – either an SAP-generated packing slip or a manually completed PPTC300.

The PPTC300 is to be used in the event an SAP packing slip is not available. Below is a copy of the PPTC300. The form and "Shipping" section signatures are to be completed by the shipping party, and the "Receiving" section signatures are to be completed by the receiving party.

		Pac	king slip	for shipme	nt		
From:				То:			
Date shipped (YYYY-MM-DD)				Arrival Date (YYYY-MM-DD)			
Red Bag number (SECRET)				Consignment classification			
Plant number				RMA number			
Description	MMR No.		Serial		numbers		Unit
Description			From		То		
Shipping—I certify the above mentioned products a contained within this shipment and that said packag is specified in the DFAIT Transport Standard.	are securely p ge will be ship	ackage ped in	ed and are a secure manner	Receiving-I confirm	the receipt of the above mention	ed products.	
Name (printed)				Name (printed)			
ignature	Date (YYYY		YYY-MM-DD)	Signature		Date (YYYY-MM-DD)	
Witnessed by				Witnessed by			
lease sign and return by email within or nd to <u>PPCM-PassportsandConsumable</u>							
or comments on any damaged shipn	ments or d	liscre	pancies, pleas	e contact <u>PPCM</u> -	PassportsandConsuma	bles@ppt	c.gc.ca